



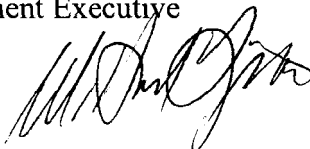
# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

JAN 29 2003

## MEMORANDUM

To: Bureau Chief Information Officers  
Deputy Chief Information Officers  
Director, Office of Acquisition and Property Management  
and Senior Procurement Executive

From: W. Hord Tipton  
Chief Information Officer 

Subject: Freezing of Information Technology Hardware Purchases

In my subject memo of December 13, 2002, it was explained that the IT Hardware purchase "freeze" would include the following IT equipment commonly used throughout Interior: desktops, laptops, servers and storage devices, and that the DOI Chief Information Officer must approve any exceptions.

To clarify, the freeze applies to:

- Desktop computers (high-end, mid-range, & standard)
- Laptop computers
- Docking station/laptop computers
- Servers (Intel High-end, Mid-range, Low-end)
- Storage (Disk drives, Optical disc, RAID, Solid state disks, Tape/optical, drives/subsystems)

The intent of this freeze is to achieve savings through consolidated purchases of the hardware specified. Items that are not intended for the current mass purchase are devices such as:

- Embedded IT components and gages (such as a digital-controlled thermostat)
- Scientific instrumentation (such as special-purpose integrated circuit board cards)
- Piece-part replacement components (such as failed floppy disk drives and cooling fans)
- Small individual components (such as hand held memory sticks, personal digital assistants (PDA)s, or replacement batteries)
- Memory upgrade to existing desktop computers

CIOs and procurement officials are encouraged to use judgment in honoring the intent of this freeze and to exclude those devices clearly not intended for the mass purchase. In my email to Bureau CIOs on December 19, 2002, I extended to all CIO's the authority to allow exceptions from the equipment freeze for the purpose of addressing emergencies only.